



## Using the Excel spreadsheet of materials to carry out searches

Examples of the type of searches that are possible:

### 1. Arrange the materials in order of increasing melting point

click any cell in the spreadsheet

click data; sort

from drop down menu; select "melting point"; "ascending"; OK

you now have a table

### 2. Which materials are solids at 0° and above?

click any cell in the spreadsheet

click data; filter; auto filter

click down arrow next to "melting point"; click (Custom...)

enter "greater than or equal to" 0

you now have the table

Note - at any time you can revert to the original spreadsheet by clicking data; filter; auto filter to remove the 'tick'

The new table can be sorted using the procedure given in activity 1 or the whole table selected and copied into a new spreadsheet by highlighting all of the cells (including row A), copy, paste into a new sheet after clicking on cell A1

### 3. Which materials are man-made and are solid?

(Text searches are only as good as the text entries)

click any cell in the spreadsheet

click data; filter; auto filter

click down arrow next to "uses"; click (Custom...)

enter "equals" \*man-made\* (\* is a wildcard), [or "contains" man-made]

you now have the table of man-made materials

repeat the procedure on this table to find the solids

click any cell in the spreadsheet

click data; filter; auto filter

click down arrow next to "Solid/Liquid/Gas"; click "solid"

you now have the table of man-made materials that are solids

#### 4. Which materials could be used as a flotation aid?

click any cell in the spreadsheet

click data; filter; auto filter

click down arrow next to "density"; click (Custom...)

enter "is less than" 1000

you now have the table of materials which have the potential to float on water

repeat the procedure on this table to find the solids

click any cell in the spreadsheet

click data; filter; auto filter

click down arrow next to "Solid/Liquid/Gas"; click "solid"

you now have the table of solids that float in water

however ... some might dissolve in water and some might react with water.

 How you did . .

---

---

---

---

---

---

---

---

